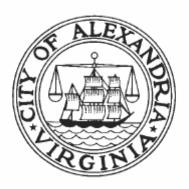
NOTE: Please read "INSTRUCTIONS FOR FILING". The instructions must be adhered to when filing form.



Board of Equalization and Assessment Review

Contact Information:

703.838.4646 (Voice) 703.838.4576 (to request Appeal form) realestate@alexandriava.gov (e-mail)

Office Location:

301 King Street, Room 2610 City Hall Alexandria, Virginia 22314

2006 Appeal of Real Estate Assessment

Real estate assessments, property information, and sales information are available on the Department of Real Estate Assessments web site at **alexandriava.gov/realestate**.

You may also reach us via e-mail at realestate@alexandriava.gov.

Forms may also be printed from the City's web site at alexandriava.gov/realestate.

All Appeals Must be Filed By July 1.

APPEAL OF REAL ESTATE ASSESSMENT

The purpose of this form is to appeal your assessment to the Board of Equalization and Assessment Review.

INSTRUCTIONS FOR FILING

Be as specific as possible as to why you feel that your assessment is: 1) above or below fair market value, and/or2) inequitable when compared to like surrounding properties. If you are aware of specific sales that are comparable to your property, or any unusual conditions that affect the fair market value, please include these with your appeal so that we may consider them in the appeal process. Sales for your assessment neighborhood may be viewed on our web site at alexandriava.gov/realestate. When filling out this form, please include a telephone number(s) where you can be reached between 8:00 a.m. and 5:00 p.m., Monday through Friday. It is necessary for our office to have this information in order to contact you to schedule your hearing.

All Appeals of Real Estate Assessment must be typed or printed legibly on an original 2006 form obtained from our office or downloaded from our web site. Use a separate appeal form for each parcel being appealed. All pages of your submission must be numbered consecutively. Property owners, agents and/or representatives are required to submit all data that supports their reason for appeal when this form is filed. A photograph of the property is requested by the Board and should be attached to the original appeal.

An original and seven copies of the appeal and summary support documentation must be submitted at the time the appeal is filed. If submitting lengthy support documentation, i.e., an appraiser's narrative report, only one copy is necessary of this information and it should be attached to the original Appeal Form.

If you are an **agent** for the property owner, you must provide a proper letter of authorization from the property owner (**not the tenant**), to act on their behalf for the current assessment year. You may request instructions to ensure your submission of an acceptable authorization. **The letter of authorization must accompany this completed form**. A copy will suffice if the original 2006 authorization has already been received by the Department of Real Estate Assessments. Make it clear on the form where you want the results of the appeal to be mailed. **We will only mail results of the hearing to ONE address.**

If the property to be reviewed is an **income-producing property** (e.g., apartment building, office building, shopping center, retail, warehouse, etc.), and you have not previously submitted to the Department of Real Estate Assessments a statement of income and expense for calendar year **2004** when requested, pursuant to Title 58.1-3294 of the Code of Virginia, the Board of Equalization and Assessment Review shall bar you or your representative from using any of the required but not furnished income and expense information as a basis for your appeal.

When you have completed the **APPEAL OF REAL ESTATE ASSESSMENT** form, detach the "Instructions for Filing" and return the original and seven copies of the Appeal form and supporting documentation to:

Board of Equalization and Assessment Review P. O. Box 178 Alexandria, VA 22313-1501

Only those forms received by the Board of Equalization or postmarked by the United States Postal Service no later than July 1 will be accepted.

Please be advised that all data supporting this appeal must be submitted when this form is filed. NO ADDITIONAL WRITTEN DOCUMENTATION WILL BE ACCEPTED AT THE HEARING. You will be advised of your hearing date and time in writing and you may only reschedule one time. If you wish to withdraw your appeal from the Board you must do this in writing 48 hours prior to your scheduled hearing or the Board may hear the appeal in your absence.

Any written information that will be given to the Board of Equalization by the Department of Real Estate Assessments regarding the 2006 assessment of your property will be available to you 48 hours prior to your hearing date. You can review this information in Room 2600, City Hall between the hours of 8:00 a.m. and 5:00 p.m.

Please refer to the **Hearing Rules and Procedures of the Board of Equalization** included with this form and also included on our website.

2006 APPEAL OF ASSESSMENT

Original or downloaded forms only. Attach photo to form.

Map No.	Block	Lot	For Office Use Only Local #:
Databank No.	Date		Initiated By:
Databank ivo.	Date		Verification of AV's:
			Account Manager:
2005 ASSESSED VA	LUE		Entered in RealWare: Appeal #: Authorization Required: yes no
			2006 Written authorization submitted?
2006 ASSESSED VA	LUE		Appeal complete?
			Revised Assessment / Local #
			Land: Building:
			Total:
			Local #:
Name of Owner			
Property Address			
Walling Address (y a	ijjereni inan property aa	uress)	
Sale Price (if purchased within the last five years)			\$
If loan against propert	y, state full original an	nount	\$
Date of loan		Terms	
Amount of insurance	carried on real estate		\$
(check any or all) □ 1. The new assessn □ 2. The new assessn	nent is in excess of the ment is inequitable as c N FULLY (use additio	Market Value of the ompared to like surro	ounding properties.
State your opinion of the	he Fair Market Value a	s of January 1, 2006.	Real Estate Assessments? □ Yes □ No \$ect to the best of my (our) knowledge.
Signature - owner			Signature - agent
Print Name - owner			Print Name - agent
Date:	Telephone: (w	ork)	(home)
□ Property address□ Mailing address	he results of the Appea		only one box)

For Ad	ministrative Use Only
Data Entry in REAVCS	Owner contacted for hearing? yes no
Initials: Date:	Hearing Date: Time:
Authorization required?	Notification:
2006 Authorization submitted? u yes u no	Hearing notification letter sent?
	Initials: Date:
Telephone Notes:	
•	
Doord minutes	
Board minutes: Hearing notes:	
	Decision date:
Notification instructions:	
	Date:Equalization:
	Equalization.
Appraiser Changes:	
	's initials: Date:
Recosted: yes no Appraiser	
Recosted: yes no Appraiser	
Recosted: yes no Appraiser Reviewed for upcoming assessment: Administrative Use Only: (1) RealWare Appeals Summary Changes	Date: Appraiser's Initials: (5) RealWare Tax Roll Correction
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